

State of Connecticut JOB POSTING

Office of the Treasurer JOB OPPORTUNITY Fiscal/Administrative Assistant

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list or lateral transfer
Location: 55 Elm Street, Hartford, CT
Job Posting No: 030263
Hours: Full Time, 40 hours/week
Salary: AR19 \$55,797 – \$70,999 annually
Closing Date: November 22, 2016

Eligibility Requirements: Candidates must have applied for and passed the Fiscal/Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status in the classification may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the closing date to qualify for this particular vacancy.**

The preferred candidate will have demonstrated experience in the following:

- Experience with CORE-CT (PeopleSoft/Oracle) financial modules;
- Experience with Microsoft Suite;
- Experience with electronic data processing (EDP) financial systems;
- High level of integrity and dependability with a strong sense of urgency and results-orientation;
- Ability to work independently in the preparation of financial entries;
- Experience with reconciliation of accounts;

Examples of Duties: Performs paraprofessional level work in fiscal and administrative activities; independently performs bookkeeping and basic accounting activities such as maintaining, balancing, and reconciling an interrelated group of accounts; independently responsible for an accounts receivable or accounts payable process including varied and complex procedures and activities; performs related duties as required.

Knowledge, Skills and Abilities: Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations, ability to audit financial documents; ability to understand and apply statutes and regulations;; ability to utilize EDP systems for financial management.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter describing your interest and suitability for the position, resume, and Application for Employment (CT-HR-12) http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf via fax or email to:

Ted Janiszewski, Principal Human Resources Specialist
Office of the Treasurer
55 Elm Street Hartford, CT 06106
Confidential Fax: (860) 622-4905 or
Email to theodore.janiszewski@ct.gov
Subject line MUST include: FAA and your last name.

Please note: due to the anticipated large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.